



Non-Federal Rate-Based Contracts Overview

Non-Federal Rate-Based Contracts calculate amounts to bill each customer as costs are accumulated against the Project and Activity combinations linked to the Contract. The customer's participation rate is applied to these costs based on the Rate Set associated to the Contract Line. Once the billable amounts are determined, the billable transactions are sent to Billing. Billing Limits can be set up for a Rate-Based Contract Line to ensure that the limits related to an agreement are enforced. The revenue and unbilled AR accounting distributions for Rate-Based Contract Lines are stored in the accounting rules.

A prepaid amount can be applied to the Contract using the **Prepaid Balances** page for costs to be drawn down from an advance payment received from a customer.

In order to create a Rate-Based Contract, there must be a Rate-Based Product. Once a Product has been created and associated with a Revenue and Billing Plan template, the Product can be reused on any Rate-Based Contract Line.

Note: If a new rate-based Product is needed, it is recommended that users submit a Help Desk ticket (vccc@vita.virginia.gov) with Cardinal Project Accounting (PA) in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, Billing, and GL distribution and require a Help Desk ticket to correct the errors. For more information pertaining to creating a rate-based Product, refer to the Job Aid titled **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Before creating the Contract, users must determine which items need to be configured, if any. For more detailed information pertaining to configuration information, see the Job Aids titled **PA354_Hints for Non-Federal Customer Contract Maintenance** and **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

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Revision History

Revision Date	Summary of Changes
7/3/2025	Baseline.



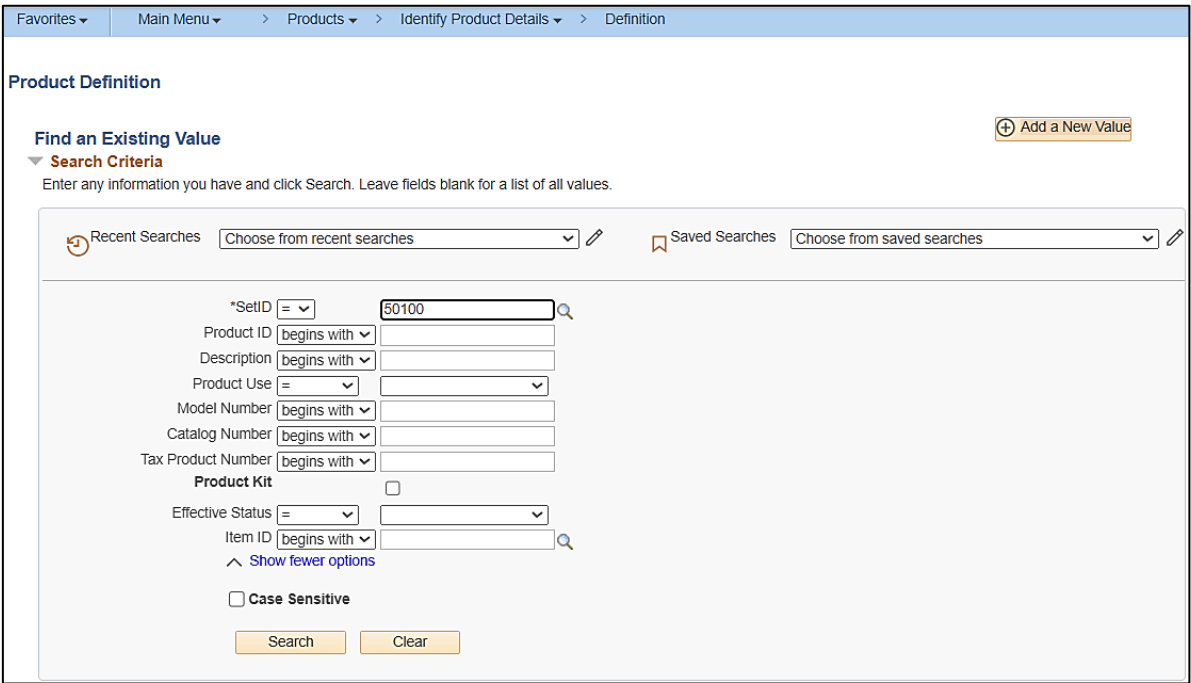


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Confirming a Rate-Based Product

Before creating a Contract, verify whether the Product exists for the category needed for billing. Products are defined by the following naming convention:


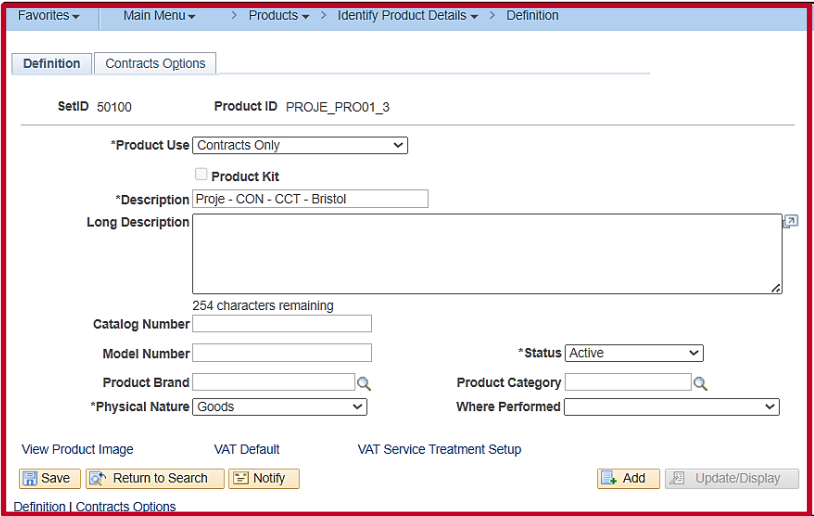
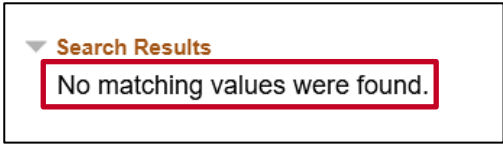
Source Type followed by Category followed by Participation Rate with an underscore between the values (e.g., "PROJE_PRO01_3").

Step	Action
1.	<p>Navigate to the Product Definition page using the following path: Main Menu > Products > Identify Product Details > Definition</p> <p>The Product Definition Find an Existing Value Search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the applicable Product ID in the Product ID field.</p> 



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Step	Action
3.	<p>Click the Search button.</p> 
4.	<p>If the Product exists, the Definition page for the Product will display.</p> <p>Proceed to the Creating a Non-Federal Rate-Based Contract section of this Job Aid.</p> 
5.	<p>If the Product does not exist, the Search Results section will display “No matching values were found.”. See the Rate-Based section in the Job Aid titled PA354_Creating Customer Contract Products located on the Cardinal website in Job Aids under Learning.</p> 



Creating a Non-Federal Rate-Based Contract

The process to create a customer Contract for a Non-Federal Rate-Based Contract involves the following steps:

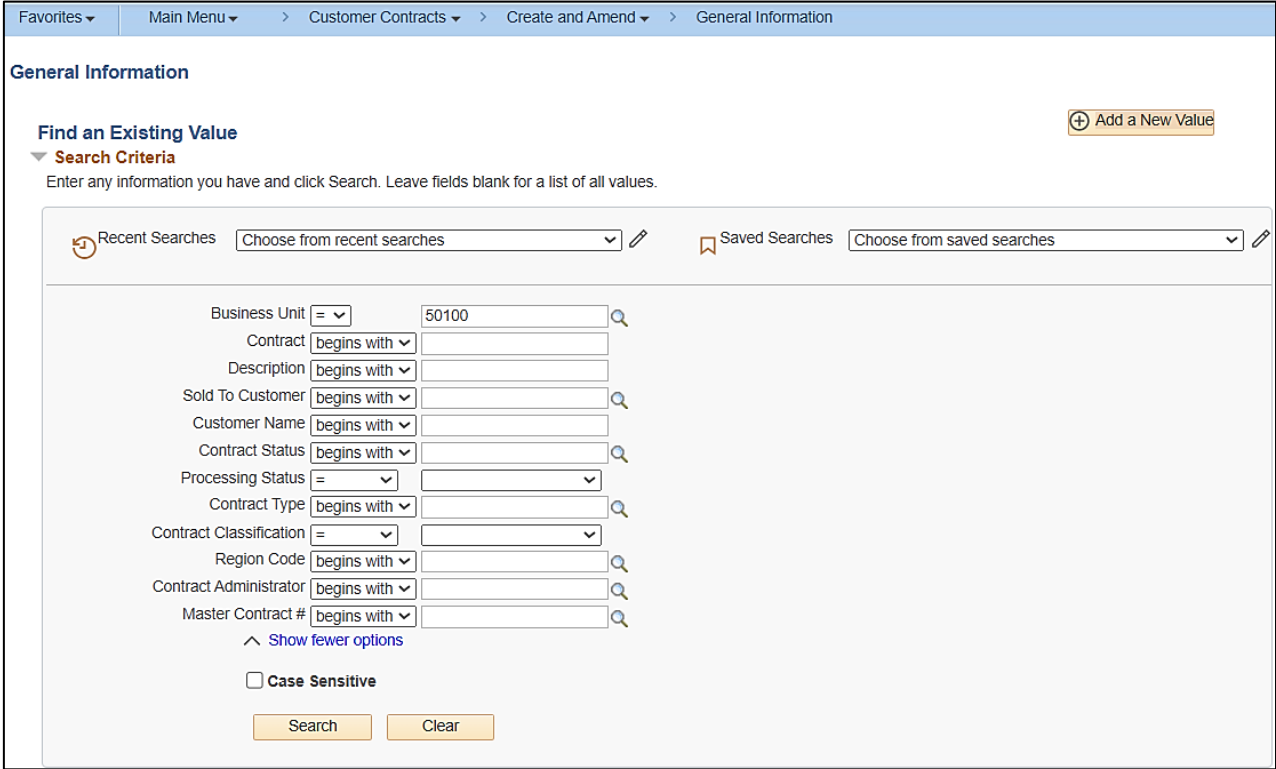

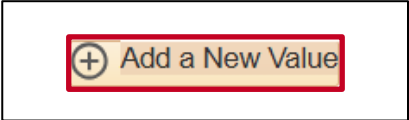
1. **Entering Contract General Information:** When creating the Contract Header, information is defined for the entire Contract. This may include the Contract signed date, Contract Administrator, and the Contract Type.
2. **Entering Contract Line Information:** Contracts may have more than one Contract Line and each Line may be set up to align with each Project phase depending on the agreement. However, most Rate-Based Contracts will only have one Line. At the Line level, a Product is chosen that defines the Contract as amount-based, recurring, or rate-based. The Revenue and Bill Plans are defined at the Contract Line level and activities are associated with the Contract Lines.
3. **Entering Contract Terms:** Projects and Activities are linked to the Contract Line on the **Related Projects** page. The same Project-Activity combination cannot be linked to more than one Contract Line for a Rate-Based Contract.
4. **Activating the Contract:** After creating the Contract, the user will need to add Product(s), set the limits, link the Projects and Activities, and then the Contract is ready to be set to "Active". Activating a Contract indicates that all pertinent data for the Contract is in Cardinal. When changing the Contract status, the process can only move forward. Once the Contract is set to "Active", it cannot be set back to "Pending" and once "Closed", it cannot be set back to "Active".



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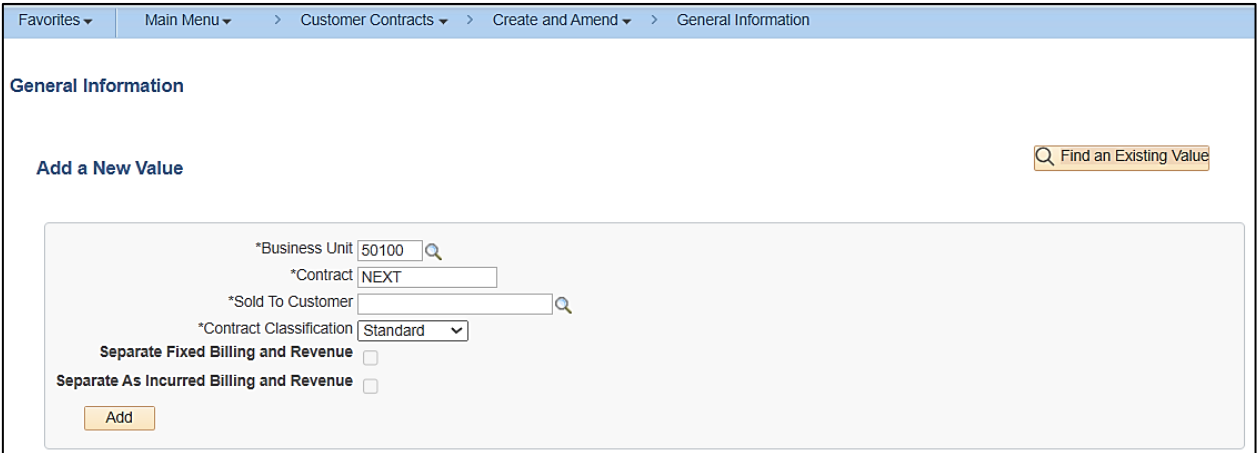

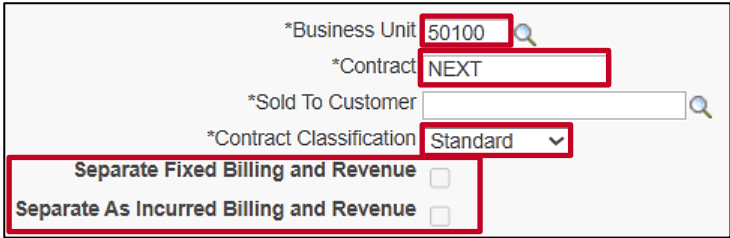
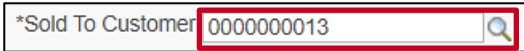


Entering Contract General Information

Step	Action
1.	<p>Navigate to the General Information page using the following path:</p> <p>Main Menu > Customer Contracts > Create and Amend > General Information</p>
<p>The General Information Find an Existing Value Search page displays.</p> <div></div>	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Click the Add a New Value button.</p> <div></div>



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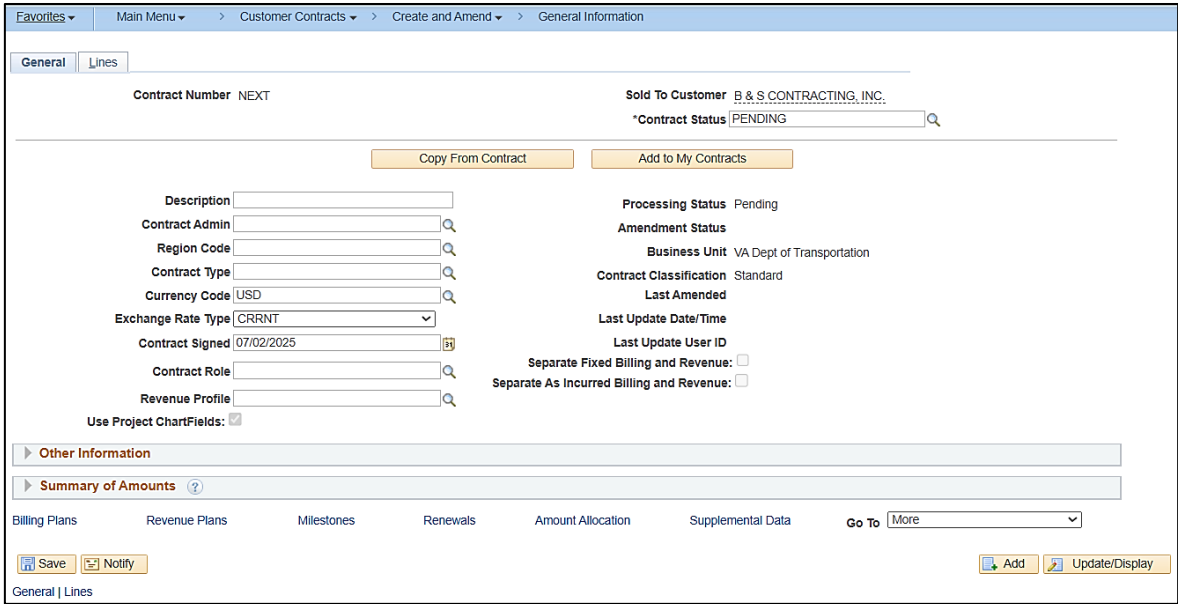




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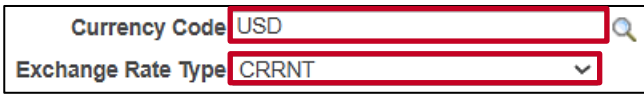









Step	Action
	<p>The General Information Add a New Value page displays.</p> 
	<p>The Business Unit field defaults for the Agency, the Contract field defaults to “Next”, and the Contract Classification field defaults to “Standard”. Do not change these fields.</p> <p>The two checkbox options (Separate Fixed Billing and Revenue and Separate As Incurred Billing and Revenue) are not used in Cardinal.</p> 
3.	<p>Click the Sold to Customer Look up icon and select the applicable Customer ID Number.</p> 
	<p>If the customer is not listed in the menu, this means the customer has not been created or may be inactive. Contact the Cardinal Post Production Support (PPS) PA team to have the customer record updated.</p>
4.	<p>Click the Add button.</p> 



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Step	Action
	<p>The General Information page displays with the General tab displayed by default.</p> 
5.	<p>Enter a short, detailed description about the Contract in the Description field.</p> 
	<p>The Description field is limited to a maximum of 30 characters.</p>
6.	<p>Click the Contract Type Look up icon and select the applicable value.</p> 
	<p>The Contract Type values available for selection are:</p> <ul style="list-style-type: none">• A: Letter of Authorization• F: Federal• G: Grant• J: Federal Grant (Not used in Cardinal)• L: Local• O: Other• R: Resolution

Step	Action
	<p>The Currency Code and Exchange Rate Type fields default. Do not change these fields.</p> 
	<p>The Use Project ChartFields checkbox option defaults as selected and cannot be changed.</p> 
7.	<p>Click the Other Information Expand icon to expand the section.</p> 
<p>The Other Information section displays.</p> 	
8.	<p>Click the Legal Entity Look up icon and select "STATE".</p> 
	<p>The Proposal ID field is a free form field and can be left blank. If necessary, this field can be used to enter the total Contract amount.</p>  <p>The Federal Region Code field defaults to "03" (FHWA). Do not change this field for a Non-Federal Contract.</p> 
9.	<p>Click the Save button.</p> 



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Step	Action
	<p>The General tab redisplay with the Contract Number systematically assigned.</p> <div><div><div>Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General Information</div><div><div>GeneralLines</div><div>Contract Number 0000002356</div><div>Sold To Customer B & S CONTRACTING, INC.</div><div>*Contract Status PENDING</div><div>Copy From ContractAdd to My Contracts</div><div><div><div>Description Local - Non Federal</div><div>Contract Admin</div><div>Region Code</div><div>Contract Type L</div><div>Currency Code USD</div><div>Exchange Rate Type CRRNT</div><div>Contract Signed 07/02/2025</div><div>Contract Role</div><div>Revenue Profile</div><div>Use Project ChartFields: <input checked="" type="checkbox"/></div></div><div><div>Processing Status Pending</div><div>Amendment Status</div><div>Business Unit VA Dept of Transportation</div><div>Contract Classification Standard</div><div>Last Amended</div><div>Last Update Date/Time 07/02/2025 9:48:40AM</div><div>Last Update User ID ED.KINLAW</div><div>Separate Fixed Billing and Revenue: <input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue: <input type="checkbox"/></div></div></div><div><div>Other Information</div><div><div><div><input type="checkbox"/> Template Contract</div><div><input type="checkbox"/> Master Contract</div><div><input type="checkbox"/> Legal Review Complete</div><div><input type="checkbox"/> Credit Check Complete</div><div><input type="checkbox"/> Contains Cotermination Lines</div></div><div><div>Parent Contract</div><div>Master Contract</div><div>Legal Entity STATE</div><div>Purchase Order</div><div>Proposal ID</div><div>Federal Region Code 03</div></div></div></div><div><div>Summary of Amounts ?</div><div>Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More</div><div><div>SaveNotify</div><div>AddUpdate/Display</div></div><div>General Lines</div></div></div></div></div>
	<p>Entering Contract Line Information: A Contract Line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, billing limit, Billing Plan, and Revenue Plan. Each Contract Line within a Contract can have a status of “Active”, “Cancelled”, or “Pending”. The process of adding Contract Lines begins on the General Information page.</p>
10.	<p>Click the Lines tab.</p> <div><div>GeneralLines</div></div>



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Step	Action
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The **Lines** tab displays.



The **Holding Billing on Unpaid Cost**, **Hold Revenue on Unpaid Cost**, and **Standalone Sale** checkbox options default as unchecked. Do not select any of these checkbox options.

11.

Click the **Add Contract Lines** button.

The **General Information Add Contract Lines** page displays.



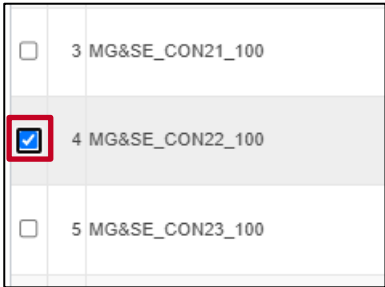


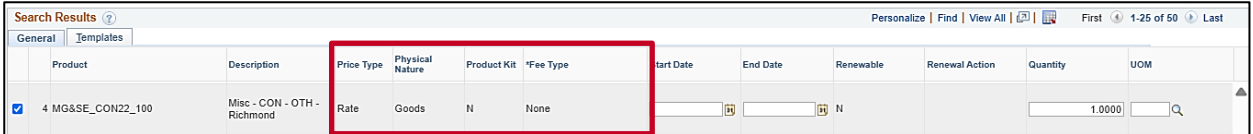
Project Accounting Job Aid


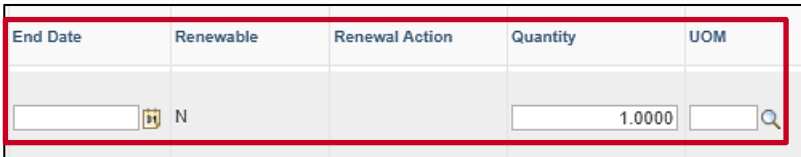

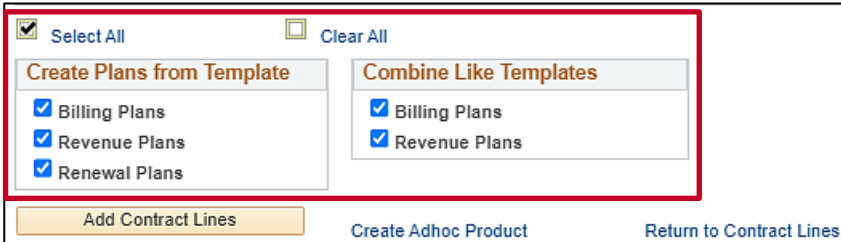

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Step	Action
12.	<p>To search for Non-Federal Rate-Based Products:</p> <ol style="list-style-type: none">1. Enter or select the Product Group: Select a value beginning with “RTE_” along with the Fund and Customer Type being billed (e.g., “RTE_CONOTH”). Do not select “RTE_FED” (Federal Government).2. Enter or select the Price Type: Select “Rate” as this is a Rate-Based Contract. <div><div><div>Product Group</div><div>RTE_CONOTH</div><div></div></div><div><div>Product</div><div></div><div></div></div><div><div>Product Description</div><div></div><div></div></div><div><div>Price Type</div><div>Rate</div><div></div></div><div><div>Physical Nature</div><div></div><div></div></div><div><div>Product Kits</div><div><input type="checkbox"/></div></div><div><div>Renewable</div><div><input type="checkbox"/></div></div><div><div>Search</div></div></div>
13.	<p>Click the Search button.</p> <div><div>Search</div></div>

The results display within the **Search Results** section.

Search Results												
General		Templates										
	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 MG&SE_CON19_100	Misc - CON - OTH - Bristol	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	2 MG&SE_CON20_100	Misc - CON - OTH - Salem	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	3 MG&SE_CON21_100	Misc - CON - OTH - Lynchburg	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	4 MG&SE_CON22_100	Misc - CON - OTH - Richmond	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	5 MG&SE_CON23_100	Misc - CON - OTH - Suffolk	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	6 MG&SE_CON24_100	Misc - CON - OTH - Fredericksburg	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	7 MG&SE_CON25_100	Misc - CON - OTH - Culpeper	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	8 MG&SE_CON26_100	Misc - CON - OTH - Staunton	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	9 MG&SE_CON27_100	Misc - CON - OTH - NOVA	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	10 MG&SE_CON28_100	Misc - CON - OTH - C Office	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	11 MG&SE_CON30_100	Misc - CON - OTH - C Office	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	12 MG&SE_CON31_100	Misc - CON - OTH - R Council	Rate	Goods	N	None			N		1.0000	

Step	Action
14.	<p>Click the Select checkbox option for the applicable Product to create the Contract Line based on the terms of the Contract being created.</p> 
	<p>Typically, only one Product is added at a time. The Product name will contain the Source Type, Category, and Participation Rate. For example, if the Contract will bill for miscellaneous goods and services to the construction fund to an Agency customer at 100%, select product: "MG&SE_CON22_100". The Distribution Codes (V_PA_Distribution_Codes) query may be used to confirm the entire COA string for the Product. The Description field displays the description of the Product.</p> <p>If it is necessary to create a new rate-based Product, it is recommended that users submit a Help Desk ticket (vccc@vita.virginia.gov) with "Cardinal Project Accounting (PA)" in the subject line. The Cardinal Post Production Support (PPS) PA team will work with users to ensure that the Product is created correctly. If the product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and require a Help Desk ticket to correct the errors. For more details pertaining to creating a rate-based Product, see the Job Aid titled PA354_Creating Customer Contract Products located on the Cardinal website in Job Aids under Learning.</p>
	<p>The Price Type field displays the Price Type of the Product. If the search results were narrowed by Price Type, this is the value selected.</p> <p>The Physical Nature field defaults to "Goods".</p> <p>The Product Kit field defaults to "N".</p> <p>The Fee Type field defaults to "None".</p> 

Step	Action
15.	<p>Click the Start Date Calendar icon and select the date the Contract was signed or the date billing should start.</p> 
	<p>The End Date field is left blank.</p> <p>The Renewable and Renewal Action fields are not used in Cardinal.</p> <p>The Quantity field auto-populates. Do not change.</p> <p>The UOM field displays the Unit of Measure associated with the Product, if any.</p> 
	<p>At the bottom of the page, the Create Plans from Template and Combine Like Templates checkbox options default as selected. Do not change. These Templates create the predefined Billing Plans and Revenue Plans for the Product selected.</p> 
16.	<p>Click the Add Contract Lines button.</p> 

Step	Action
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The **General Information Add Contract Lines** page redispays.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#)

General Information

Add Contract Lines

Search ?

Product Group RTE_CONOTH

Product

Product Description

Price Type Rate

Physical Nature

☐ Product Kits
☐ Renewable

Search

1 line(s) have been added to the contract

[Create Adhoc Product](#)
[Return to Contract Lines](#)

A message displays indicating "1 line(s) have been added to the contract".



Search 1 line(s) have been added to the contract

18. Click the **Return to Contract Lines** link.

Search 1 line(s) have been added to the contract

Create Adhoc Product [Return to Contract Lines](#)

The **Lines** tab redisplay.

[Favorites](#) >
 [Main Menu](#) >
 [Customer Contracts](#) >
 [Create and Amend](#) >
 General Information

[General](#) | [Lines](#)

Contract Number 0000002356

Sold To Customer B & S CONTRACTING, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines ?
 Personalize | Find | View All |
First ◀ 1 of 1 ▶ Last

General	Detail	Billing Amount Details	Revenue Amount Details							
Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date
▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - R	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		06/01/2025	

◀ [Progress Bar] ▶

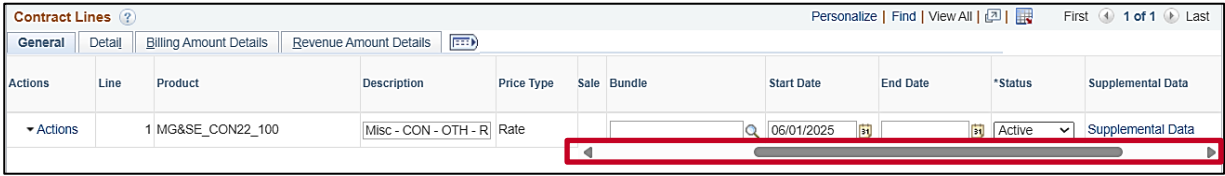

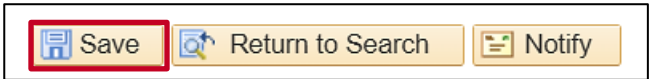

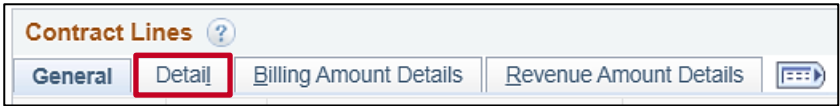
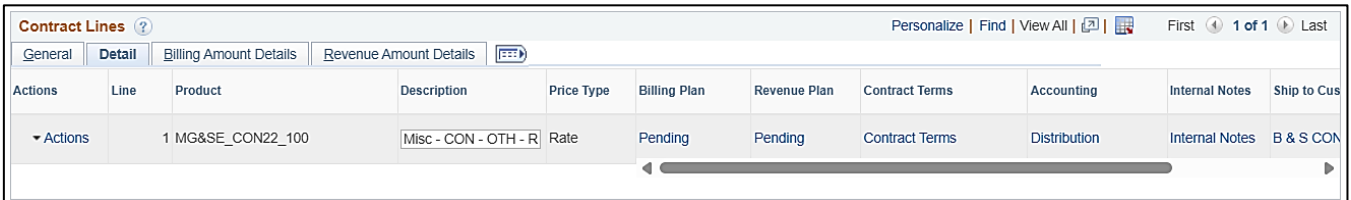
Billing Plans **Revenue Plans** **Milestones** **Renewals** **Amount Allocation** **Supplemental Data** Go To [More]



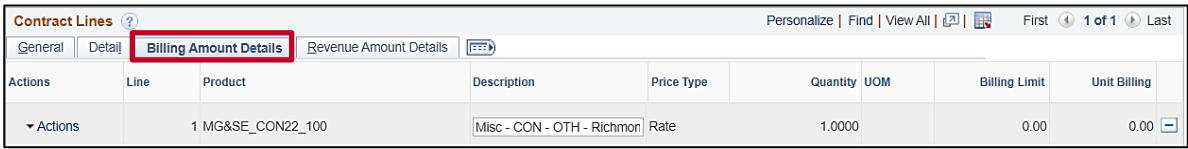
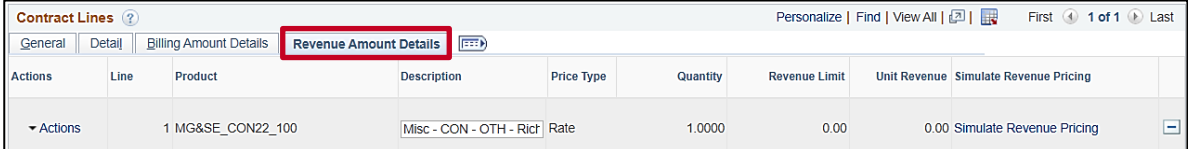


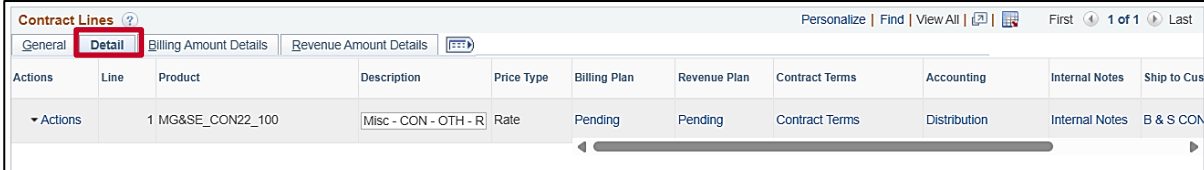
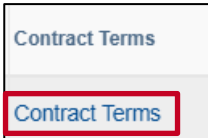
Save Return to Search Notify

Add Update/Display

General | Lines

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Step	Action
19.	<p>Use the horizontal scrollbar as needed to review all the information in the Contract Lines section. Verify accuracy.</p> 
	<p>The Product field displays the Product that was selected.</p> <p>The Description field displays the description associated with the selected Product.</p> <p>The Price Type field displays the price type that was defined for the Product.</p> <p>The Start Date field displays the date that was entered for the Product (the date the Contract was signed or the date billing should start).</p> <p>The Status field displays the status of the Contract Line which defaults to “Active” for the Line that was just added.</p>
20.	<p>Click the Save button.</p> 
	<p>Saving the Contract creates both a Billing Plan and Revenue Plan that is associated with the Product used to create the Contract Line. Additional Contract Lines can be added using the Add Contract Lines icon. A Contract Line can be deleted by clicking the Delete Row icon. The Billing and Revenue Plans must be unassigned before the Contract Line can be deleted. A Contract Line can only be deleted from Contracts with a Processing Status of “Pending”.</p>
21.	<p>Click the Detail tab within the Contract Lines section.</p> 
<p>The Contract Lines Detail tab displays.</p> 	

Step	Action
	<p>The Billing Plan and Revenue Plan fields default based on the Product selected to create the Contract Line. The status of these Plans can be:</p> <ul style="list-style-type: none"> “Pending”: Contract is not active “Ready”: Contract is active and no transactions have been processed for the Billing or Revenue Plans “Cancelled”: The Plan has been cancelled “In Progress”: Transactions have been processed against the Contract’s Billing Plan and Revenue Plan
	<p>The Billing Amount Details and Revenue Amount Details tabs within the Contract Lines section provide further information about the Contract Lines including the Price Type, UOM, and Billing/Revenue Limit Amount, if applicable.</p> <div>   </div>
	<p>Entering Contract Terms and Related Projects: The following steps detail the process to add Project(s), Activities, Rate Set(s), and set Billing Limits.</p> <p>After creating the Contract Header and Line(s), a Rate Set, Billing Limit, Projects, and Activities will be associated for each Contract Line. Associating Projects and Activities to the Contract Line allows transactions to be billed and prevents the combination from being associated to another Rate-Based Contract Line.</p>
	<p>The process continues from the Detail tab within the Contract Lines section of the General Information page.</p> 
22.	<p>Click the Contract Terms link in the Contract Terms field.</p> <div>  </div>



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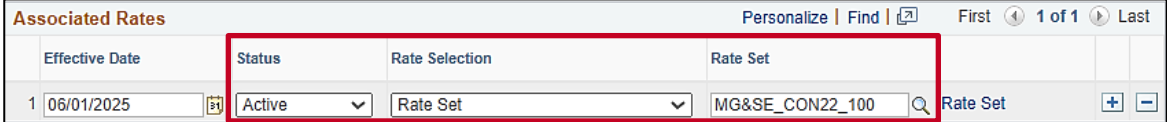
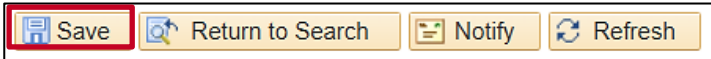
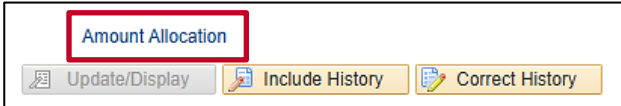

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Step	Action
	<p>The Related Projects tab displays for the selected Contract Line.</p> <div></div>
23.	<p>Click the PC Business Unit Look up icon and select the Agency Business Unit.</p> <div></div>
24.	<p>Click the Effective Date Calendar icon within the Associated Rates section and select the applicable date.</p> <div></div>
	<p>The Effective Date field defaults to the current date and <u>must be updated</u> to the Contract signed date or the date that billing needs to start.</p>



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Step	Action
	<p>The Status and Rate Selection fields default to “Active” and “Rate Set” respectively. Do not change.</p> <p>The Rate Set field defaults from the selected Product after entering the PC Business Unit.</p> <div></div>
25.	<p>Click the Save button.</p> <div></div>
26.	<p>Click the Amount Allocation link at the bottom of the page.</p> <div></div>
	<p>If there is a maximum amount the customer can be billed, a Billing Limit must be entered. If a Billing Limit is not required, there is no need to access this page. Proceed to Step 32.</p>

The **Billing Allocation** tab displays for the selected Contract Line.

Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General InformationContract TermsAmount Allocation

Billing Allocation

Contract 0000002356Sold To Customer 0000000013B & S CONTRACTING, INC.
Business Unit 50100Currency USDContract Admin

Contract Billing ?

Total BillingUnallocated Billing 0.00

Fixed Billing ?

Fixed BillingUnallocated Fixed Billing 0.00
Billing Discounts/Surcharges 0.00Inclusive Prepays 0.00
Net Fixed Billing 0.00Allocation Incomplete

Recalculate

Contract Line Pricing ?

PersonalizeFindFindFirst1 of 1Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	MG&SE_CON22_100		Rate	1.0000	0.00	Limit Check	Actions




☒ Select All☐ Clear All

Recalculate

Line Totals ?

Billing Amount	0.00	Recurring Billing	0.00	
Discounts/Surcharges	0.00	Billing Limit	0.00	Total Billing 0.00

Prepays
Return to Contract Terms



Rev 7/3/2025

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Project Accounting Job Aid

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Step	Action																		
27.	<p>Enter the billing limit amount in the Total Billing field in the Contract Billing section.</p> <div><div>Contract Billing ?</div><div><div>Total Billing</div><div>5,000.00</div></div><div>Unallocated Billing0.00</div></div>																		
28.	<p>Enter the billing limit amount in the Billing Limit field in the Contract Line Pricing section.</p> <div><div>Contract Line Pricing ?</div><div>Personalize Find First 1 of 1 Last</div><table><thead><tr><th>Retrieve Billing Price</th><th>Line</th><th>Product</th><th>Bundle</th><th>Price Type</th><th>Quantity</th><th>Billing Limit</th><th>Limit Check</th><th>Actions</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>MG&SE_CON22_100</td><td></td><td>Rate</td><td>1.0000</td><td>5000.00</td><td>Limit Check</td><td>Actions</td></tr></tbody></table><div><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All Recalculate</div></div>	Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions	<input type="checkbox"/>	1	MG&SE_CON22_100		Rate	1.0000	5000.00	Limit Check	Actions
Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions											
<input type="checkbox"/>	1	MG&SE_CON22_100		Rate	1.0000	5000.00	Limit Check	Actions											
29.	<p>Click the Recalculate button.</p> <div>Recalculate</div>																		
<div>i</div>	<p>In the Fixed Billing section, the Allocation field updates from “Incomplete” to “Complete”.</p> <p>In the Line Totals section, the Billing Limit field updates to the amount entered and the Total Billing field automatically calculates.</p> <div><div>Fixed Billing ?</div><div><div>Fixed Billing</div><div></div></div><div>Billing Discounts/Surcharges0.00</div><div>Net Fixed Billing0.00</div><div>Unallocated Fixed Billing0.00</div><div>Inclusive Prepays0.00</div><div>AllocationComplete</div></div> <div><div>Line Totals ?</div><table><tbody><tr><td>Billing Amount</td><td>0.00</td><td>Recurring Billing</td><td>0.00</td></tr><tr><td>Discounts/Surcharges</td><td>0.00</td><td>Billing Limit</td><td>5,000.00</td><td>Total Billing</td><td>5,000.00</td></tr></tbody></table></div>	Billing Amount	0.00	Recurring Billing	0.00	Discounts/Surcharges	0.00	Billing Limit	5,000.00	Total Billing	5,000.00								
Billing Amount	0.00	Recurring Billing	0.00																
Discounts/Surcharges	0.00	Billing Limit	5,000.00	Total Billing	5,000.00														
30.	<p>Click the Save button.</p> <div><div> Save</div><div> Return to Search</div><div> Notify</div></div>																		
31.	<p>Click the Return to Contract Terms link.</p> <div><div>Prepays</div><div><div>Return to Contract Terms</div></div><div><div> Save</div><div> Return to Search</div><div> Notify</div></div></div>																		



Project Accounting Job Aid

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Step

Action

The **Related Projects** tab redisplay for the selected Contract Line.

Favorites ▾

Main Menu ▾

>

Customer Contracts ▾

>

Create and Amend ▾

>

General Information

>

Contract Terms

Related Projects

Contract Number 0000002356

Sold To Customer B & S CONTRACTING, INC.

Amendment Number

Contract Status PENDING

Contract Line ◀ 1 ▶

Price Type Rate

Product MG&SE_CON22_100

Description Misc - CON - OTH - Richmond

PC Business Unit 50100

Billing Limit 5,000.00

Revenue Limit 5,000.00

Discount ID

Transaction Limits

Review Limits

Perform Limit Checking

Retainage ID

☐ Tiered Pricing

Tiered Pricing

Associated Rates

Personalize | Find | 1 of 1 | First | Last

	Effective Date	Status	Rate Selection	Rate Set	
1	06/01/2025	Active	Rate Set	MG&SE_CON22_100	Rate Set

Associated Projects & Activities

Personalize | 1 of 1 | First | Last

*Project	*Activity	
<input type="radio"/>		

Create Project

Create Activity

All Activities

Summary Activities

Delete Activities

[Return to General Information](#)

Amount Allocation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

32.

Click the **Select** radio button option and then enter or select the applicable Project ID in the **Project** field within the **Associated Projects & Activities** section.

Associated Projects & Activities

Personalize | 1 of 1 | First | Last

*Project	*Activity	Description
<input checked="" type="radio"/> 0000014603		U000134V42,P101,R201,C501,B618

Create Project

Create Activity

All Activities

Summary Activities

Delete Activities

i

Users, in conjunction with the Contract agreement, determine which Project/Activity combinations are to be billed under the Contract Line. The same Project/Activity combination cannot be associated with multiple Rate-Based Contract Lines.



Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
33.	Click the Summary Activities button. <div>Create Project Create Activity All Activities Summary Activities Delete Activities</div>

The **Summary Activity Selection** page for the Project displays in a pop-up window.

Summary Activity Selection for 0000014603

Project Activities

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
<input type="checkbox"/>	1	Preliminary Engineering Phase	9101	9101	Inactive	05/31/1995	03/09/2017
<input type="checkbox"/>	1.1	PE Participating	9161	9101	Inactive	05/31/1995	03/09/2017
<input type="checkbox"/>	1.2	PE Non Participating	9171	9101	Inactive	05/31/1995	03/09/2017
<input type="checkbox"/>	2	Right of Way Phase	9102	9102	Inactive	09/22/2003	07/31/2017
<input type="checkbox"/>	2.1	RW Participating	9162	9102	Inactive	09/22/2003	07/31/2017
<input type="checkbox"/>	2.2	RW Non Participating	9172	9102	Inactive	09/22/2003	07/31/2017
<input type="checkbox"/>	3	Inc. Construction Phase	9103	9103	Inactive	05/31/1995	12/13/2013
<input type="checkbox"/>	3.1	IC Non Participating	9173	9103	Inactive	05/31/1995	12/13/2013
	3.1.1	Engineering	501	9103	Inactive	05/31/1995	12/13/2013
	3.1.2	Inclement Weather	502	9103	Inactive	05/31/1995	12/13/2013
	3.1.3	Expendable Equipment	503	9103	Inactive	05/31/1995	12/13/2013
	3.1.4	Preliminary Engr-Environmental	505	9103	Inactive	05/31/1995	12/13/2013
	3.1.5	PrelimnryEngr-ScopeFieldReview	510	9103	Inactive	05/31/1995	12/13/2013
	3.1.6	Engineering	511	9103	Inactive	05/31/1995	12/13/2013
	3.1.7	Land	512	9103	Inactive	05/31/1995	12/13/2013

OK Cancel Refresh

i

The **Summary Activity Selection** page allows users to add all Activities associated with the selected Phase(s).

Detailed Activities are grouped by Project phase.

34.

Click the **(+)/(–)** icon to expand and collapse the Phase activities in order to identify the Non-Participating phase (or appropriate) Activities that should be associated to the Contract Line.

Project Activities

Personalize | Find | View 100 |

First 76-100 of 128 Last

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
<input type="checkbox"/>	4.2	ICN Non Participating	9174	9104	Inactive	05/31/1995	03/12/2019



Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action																
35.	<p>Click the Select checkbox option for the applicable Activities to link to the Project for this Contract Line.</p> <div><div>Project Activities</div><div>Personalize Find View 100 First 76-100 of 128 Last</div><table><thead><tr><th>Select</th><th>WBS ID</th><th>Activity Name</th><th>Activity</th><th>Activity Type</th><th>Processing Status</th><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>4.2</td><td> CN Non Participating</td><td>9174</td><td>9104</td><td>Inactive</td><td>05/31/1995</td><td>03/12/2019</td></tr></tbody></table></div>	Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date	<input checked="" type="checkbox"/>	4.2	CN Non Participating	9174	9104	Inactive	05/31/1995	03/12/2019
Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date										
<input checked="" type="checkbox"/>	4.2	CN Non Participating	9174	9104	Inactive	05/31/1995	03/12/2019										
36.	<p>Click the OK button.</p> <div><div>OK</div><div>Cancel</div><div>Refresh</div></div>																

The **Related Projects** tab redisplay with the selected Projects/Activities populated.

Navigation: Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Contract Terms

Related Projects

Contract Number 0000002356 Sold To Customer B & S CONTRACTING, INC.
Amendment Number Contract Status PENDING

Contract Line 1 Price Type Rate
Product MG&SE_CON22_100
Description Misc - CON - OTH - Richmond

PC Business Unit 50100

Billing Limit 5,000.00 Transaction Limits Review Limits
Revenue Limit 5,000.00 Perform Limit Checking
Discount ID Retainage ID
☐ Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 06/01/2025	Active	Rate Set	MG&SE_CON22_100 Rate Set

Associated Projects & Activities Personalize | Find | First 1-25 of 27 Last

*Project	*Activity	Description	Description
<input checked="" type="radio"/> 0000014603	731	U000134V42,P101,R201,C501,B618	Contract Const Regular
<input type="radio"/> 0000014603	732	U000134V42,P101,R201,C501,B618	Contract Const Extra
<input type="radio"/> 0000014603	733	U000134V42,P101,R201,C501,B618	State Forces Const
<input type="radio"/> 0000014603	73401	U000134V42,P101,R201,C501,B618	VDOT Oversight LAP - CN
<input type="radio"/> 0000014603	735	U000134V42,P101,R201,C501,B618	Railroad Construction
<input type="radio"/> 0000014603	739	U000134V42,P101,R201,C501,B618	Ineligible FDAA Cost
<input type="radio"/> 0000014603	74201	U000134V42,P101,R201,C501,B618	Construction Inspection Field
<input type="radio"/> 0000014603	74202	U000134V42,P101,R201,C501,B618	Construction Inspection-Admin
<input type="radio"/> 0000014603	74204	U000134V42,P101,R201,C501,B618	Construction Manager/ACE

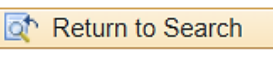

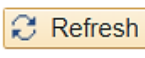
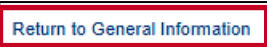

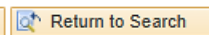



Repeat these steps to link additional Project and Activity combinations as needed. The selected Activities display on the **Related Projects** page for the Contract Line.

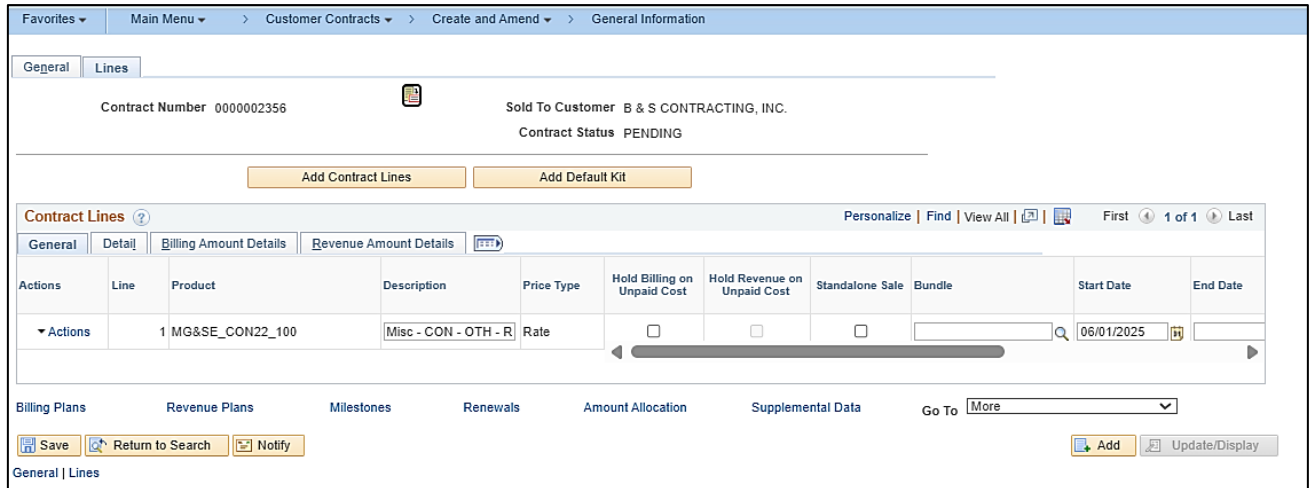


Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

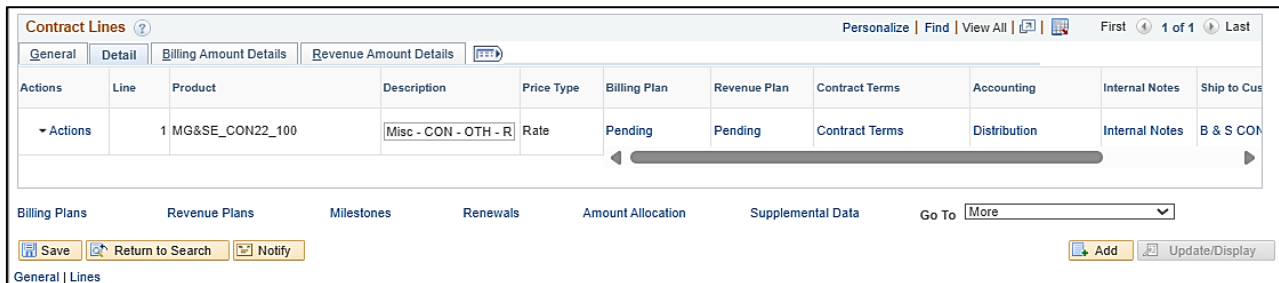
Step	Action
37.	Click the Save button.    
38.	Click the Return to General Information link.     

The **Lines** tab redisplay.



39.	Click the Detail tab within the Contract Lines section. 
-----	--

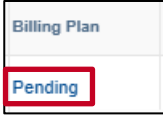
The **Contract Lines Detail** tab displays.



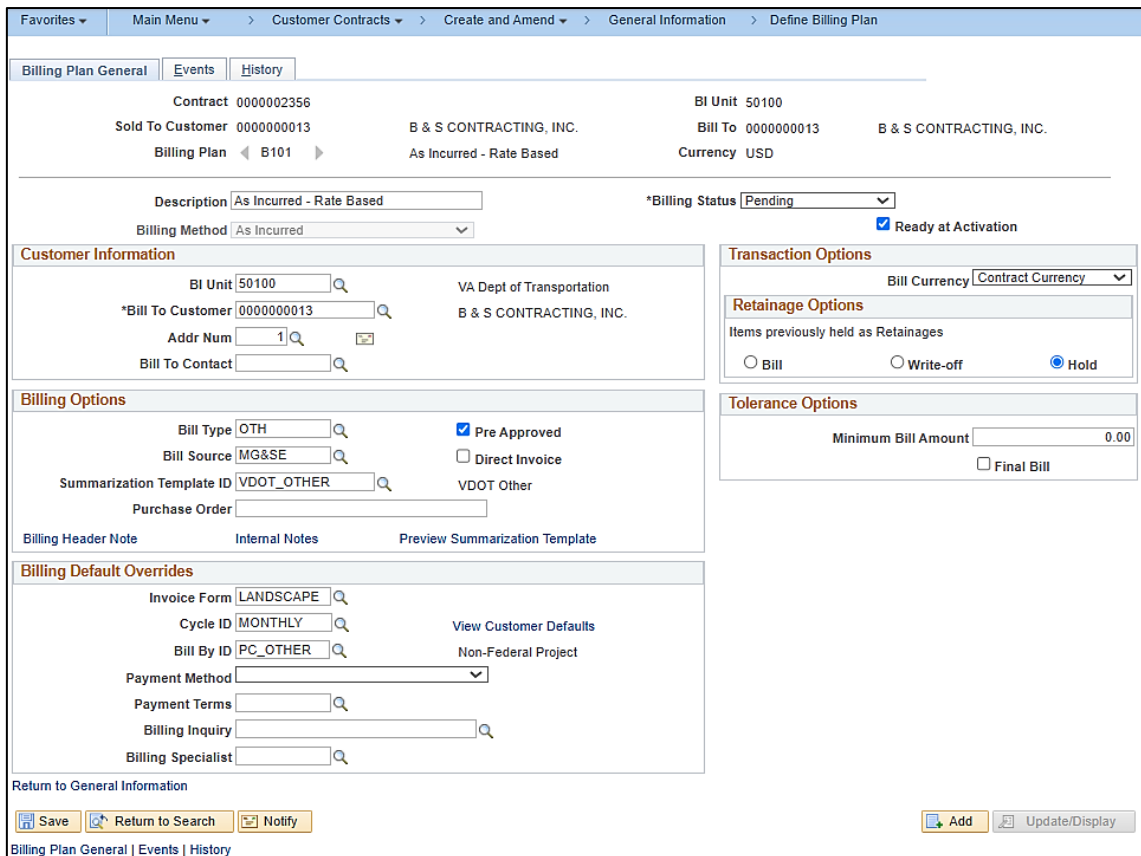


Project Accounting Job Aid


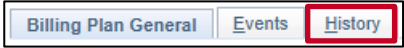
PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
40.	Click the Pending link in the Billing Plan field. 

The **Billing Plan General** tab displays.



The screenshot shows the 'Billing Plan General' tab in a software application. The interface includes a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Define Billing Plan. The 'Billing Plan General' tab is active, with sub-tabs for 'Events' and 'History'. The main form area displays contract details: Contract 0000002356, Sold To Customer 0000000013, Billing Plan B101, As Incurred - Rate Based, BI Unit 50100, Bill To 0000000013, B & S CONTRACTING, INC., Currency USD. The Description is 'As Incurred - Rate Based' and the Billing Method is 'As Incurred'. The *Billing Status is 'Pending' and 'Ready at Activation' is checked. The form is divided into several sections: 'Customer Information' (BI Unit 50100, VA Dept of Transportation, *Bill To Customer 0000000013, B & S CONTRACTING, INC., Addr Num 1, Bill To Contact), 'Billing Options' (Bill Type OTH, Bill Source MG&SE, Summarization Template ID VDOT_OTHER, VDOT Other, Purchase Order), 'Billing Default Overrides' (Invoice Form LANDSCAPE, Cycle ID MONTHLY, Bill By ID PC_OTHER, Non-Federal Project, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist), 'Transaction Options' (Bill Currency Contract Currency), 'Retainage Options' (Items previously held as Retainages, Bill, Write-off, Hold), and 'Tolerance Options' (Minimum Bill Amount 0.00, Final Bill). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display', and a link to 'Return to General Information'.

Step	Action
	<p>The Billing Plan associated with a Contract Line is pre-populated based on the Product selected to create the Contract Line. Do not change these default values.</p> <p>The tabs shown on the Define Billing Plan page vary depending on the price type (rate-based, amount-based, percent based, or recurring) of the Contract Line. Rate-based Contract Lines have three tabs:</p> <ul style="list-style-type: none"> • Billing Plan General: Displays billing information for the Contract Line such as customer information and billing options. This tab would also be used to put the Billing Plan on Hold • Events: Not used for rate-based Contract Lines • History: Displays the billing history for the Contract Line. Any bills that are created from the Contract are listed on this tab <p>The Description field defaults and should not be changed.</p> <p>The Billing Status controls the ability to enter information into and the processing that occurs against the Billing Plan. The Billing Status field defaults to "Pending" when the Contract Line is added. The values include "Pending", "Ready", and "Cancelled". "Ready" displays once the Contract Status is set to "Active".</p> <p>The Ready at Activation checkbox option defaults as selected when the Billing Status is "Pending".</p> <p>The Pre Approved checkbox option defaults as selected. Do not change. This allows transactions to bypass the billing worksheet.</p> <p>The Events tab is not used for Rate-Based Contract Lines.</p>
	<p>41. Click the History tab.</p> 



Project Accounting Job Aid

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Step	Action
------	--------

The **History** tab displays.

Navigation: Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Define Billing Plan

Billing Plan General | Events | History

Contract 0000002356
Sold To Customer 0000000013
Billing Plan B101

B & S CONTRACTING, INC.
As Incurred - Rate Based

BI Unit 50100
Bill To 0000000013
Currency USD

B & S CONTRACTING, INC.

Amount Details

Total Net Extended Amount	0.00
---------------------------	------

Contract Billing History Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

Source	Billing	Contracts	Projects	[PDF]						
*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
1	Finalized	PCA		07/02/2025 4:45:16PM		0.000	0.000		0.000	0.000

Return to General Information

Buttons: Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History

42. Review the status for all billing activity related to the Billing Plan in the **Contract Billing History** section.

Contract Billing History Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

Source	Billing	Contracts	Projects	[PDF]						
*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
1	Finalized	PCA		07/02/2025 4:45:16PM		0.000	0.000		0.000	0.000

Return to General Information

43. Click the **Return to General Information** link.

[Return to General Information](#)

Buttons: Save Return to Search Notify



Project Accounting Job Aid

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Step	Action
	<p>The General tab redisplay.</p> <div></div>
44.	<p>Click the Billing Plans link at the bottom of the page.</p> <div></div>



Project Accounting Job Aid

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Step	Action
------	--------

The **Assign Billing Plan** page displays.

Assign Billing Plan

Contract 000002356 Local - Non Federal
Sold To Customer B & S CONTRACTING, INC.

Contract Lines to be Assigned / Unassigned

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/> 1	MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	B101	As Incurred - Rate Based	As Incurred	Pending

☒ Select All ☐ Clear All

Bill Plan to Assign / Unassign

Billing Plan Billing Plan Template

Billing Method Bill Plan Detail Template ID

Description

Assign selected Lines/Sequences to Billing Plan Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

45. Click the **Bill Plan ID** link in the **Plan** field to access the **Billing Plan** pages.



Just like the Billing Plan, the Revenue Plan can be accessed from the **General Information** page.

General Information

Contract Number 000002356 Sold To Customer B & S CONTRACTING, INC.
*Contract Status PENDING

Description Local - Non Federal

Contract Admin

Region Code

Contract Type

Currency Code USD

Exchange Rate Type CRRINT

Contract Signed 07/02/2025

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Start Date 06/01/2025

End Date

Last Update Date/Time 07/02/2025 3:34:03PM

Last Update User ID ED.KINLAW

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To

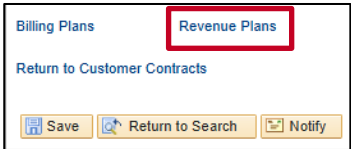
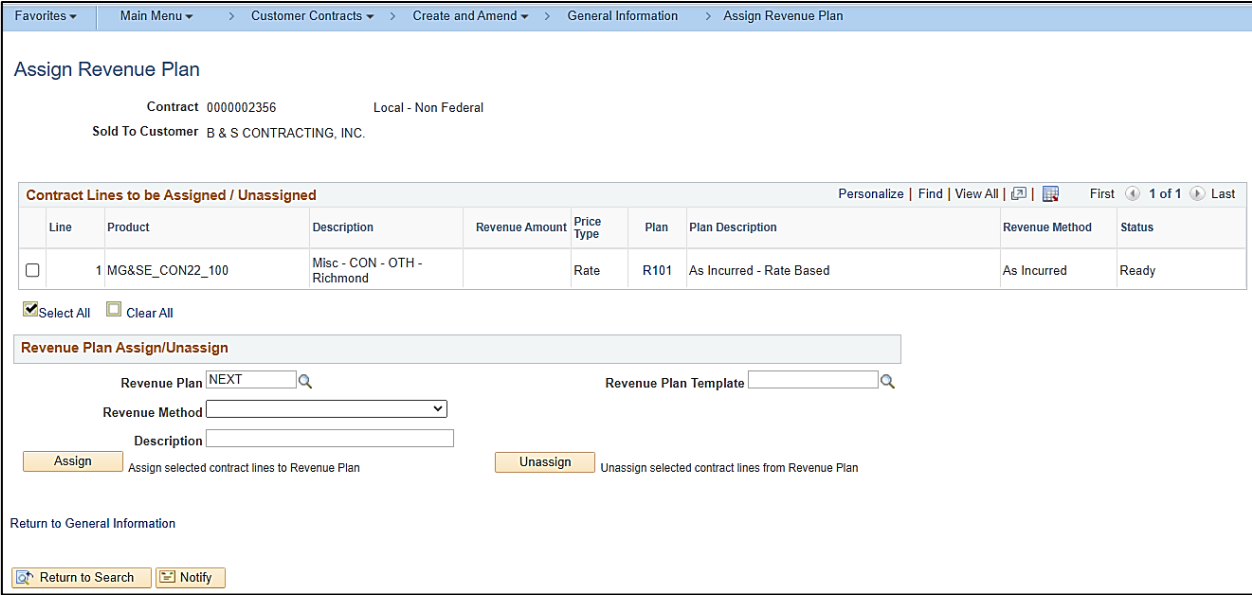

[Return to Customer Contracts](#)

[General | Lines](#)



Project Accounting Job Aid

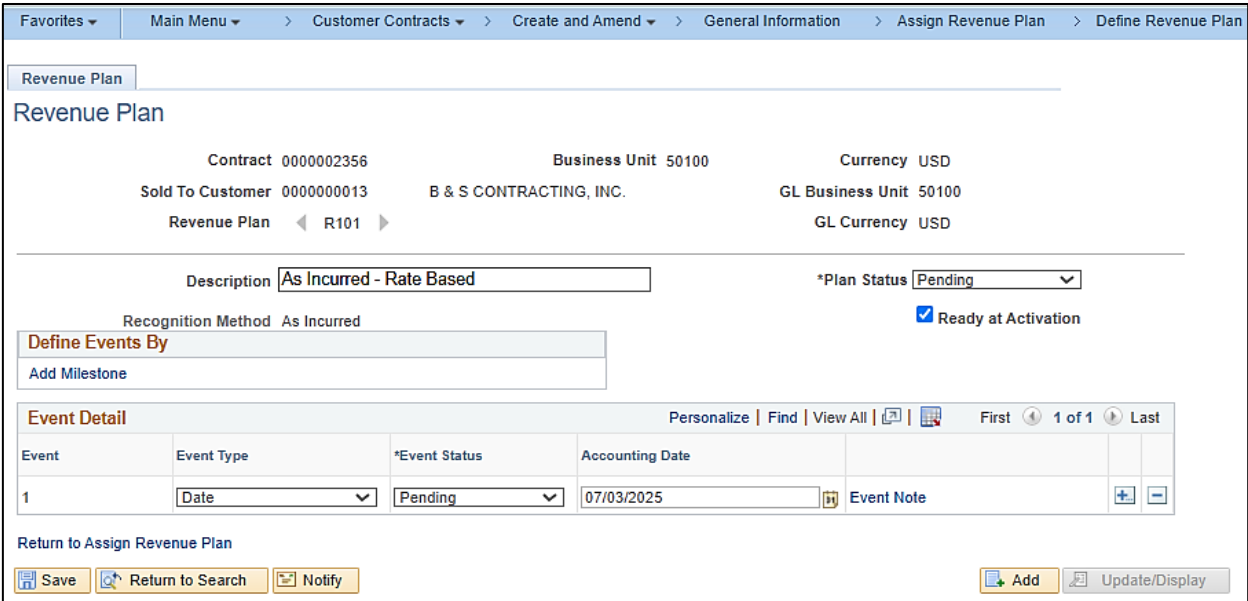

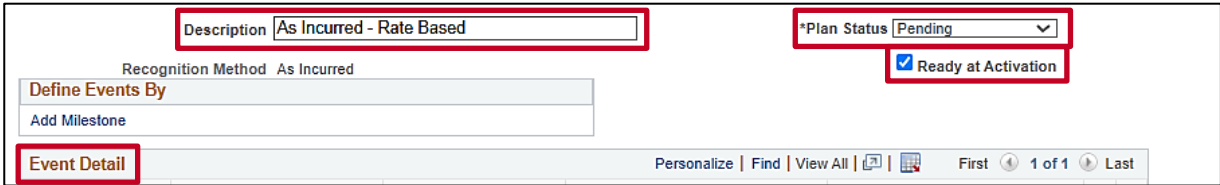
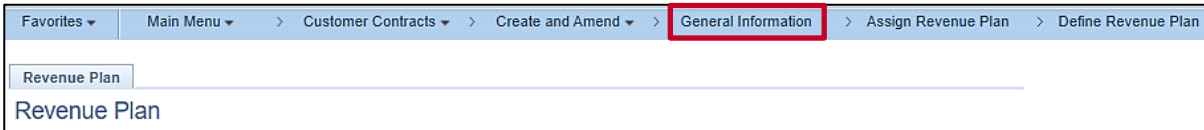
PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
46.	<p>Click the Revenue Plans link at the bottom of the page.</p> 
<p>The Assign Revenue Plan page displays.</p> 	
47.	<p>Click the Revenue Plan ID link in the Plan field to access the Revenue Plan pages.</p> 



Project Accounting Job Aid

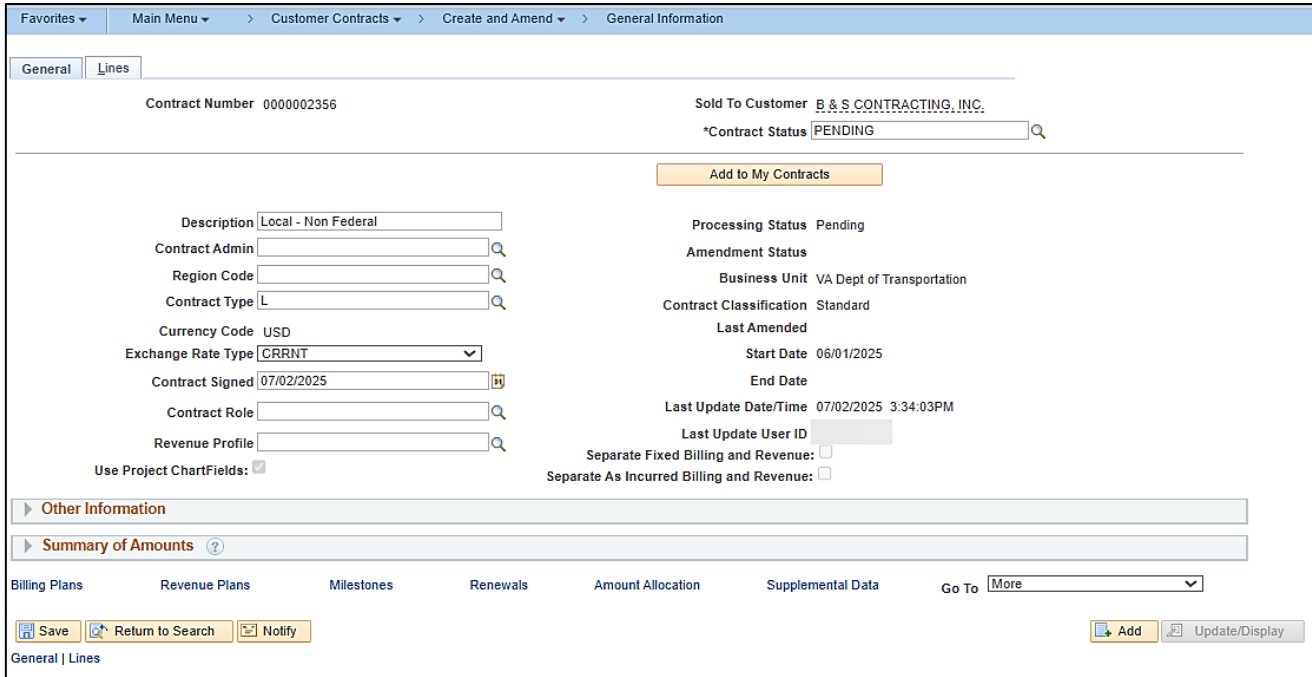



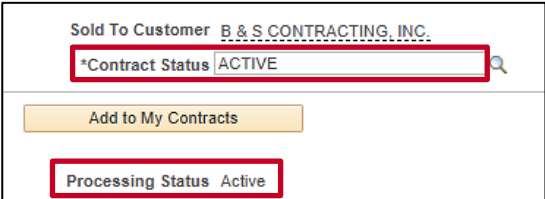
PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)


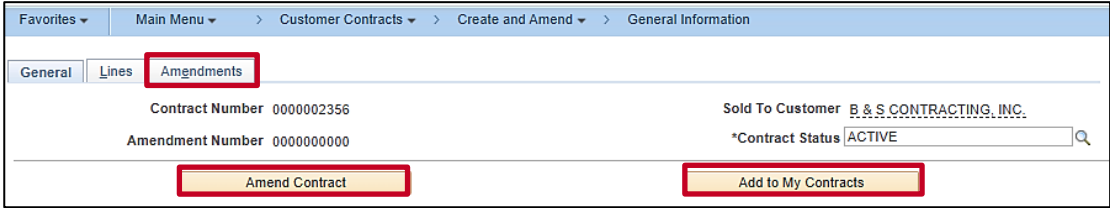
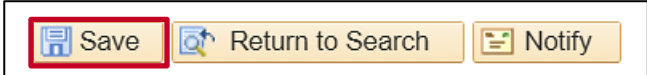
Step	Action
	<p>The Revenue Plan page displays.</p> 
	<p>The Description field defaults and should not be changed.</p> <p>The Plan Status defaults to “Pending” when the Contract Line is added. Values include “Pending”, “Ready”, and “Cancelled”. “Ready” displays once the Contract is set to “ACTIVE”.</p> <p>The Ready at Activation checkbox option defaults as selected when the Contract Line has been created.</p> <p>The Event Detail section is not used with rate-based Contract Lines.</p> 
48.	<p>Click the General Information link from the navigation path breadcrumbs at the top of the page.</p> 



Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
	<p>The General tab redisplay.</p> 
	<p>Activating the Contract: After the Contract is created, Contract Line(s) added, Transaction Limits set, Rate Set defined, and the Projects and Activities are linked to the Contract, the Contract Status can be set to “ACTIVE”. Activating a Contract indicates that all data for the Contract has been entered into Cardinal. Activating a customer Contract requires the same steps for every Contract, regardless of type. This task is performed by the reviewer.</p>
49.	<p>Click the Contract Status Look up icon and select “Active”.</p> 
	<p>The page refreshes and the Contract Status field displays as “ACTIVE” and the Processing Status field displays as “Active”.</p> 

Step	Action
	<p>An Amendments tab displays on the General Information page. For more information pertaining to amendments to Contracts, refer to the Job Aid titled PA354_Amending Non-Federal Customer Contracts located on the Cardinal website in Job Aids under Learning.</p> <p>Two additional buttons display: Amend Contract and Add to My Contracts.</p> 
50.	<p>Click the Save button.</p> 

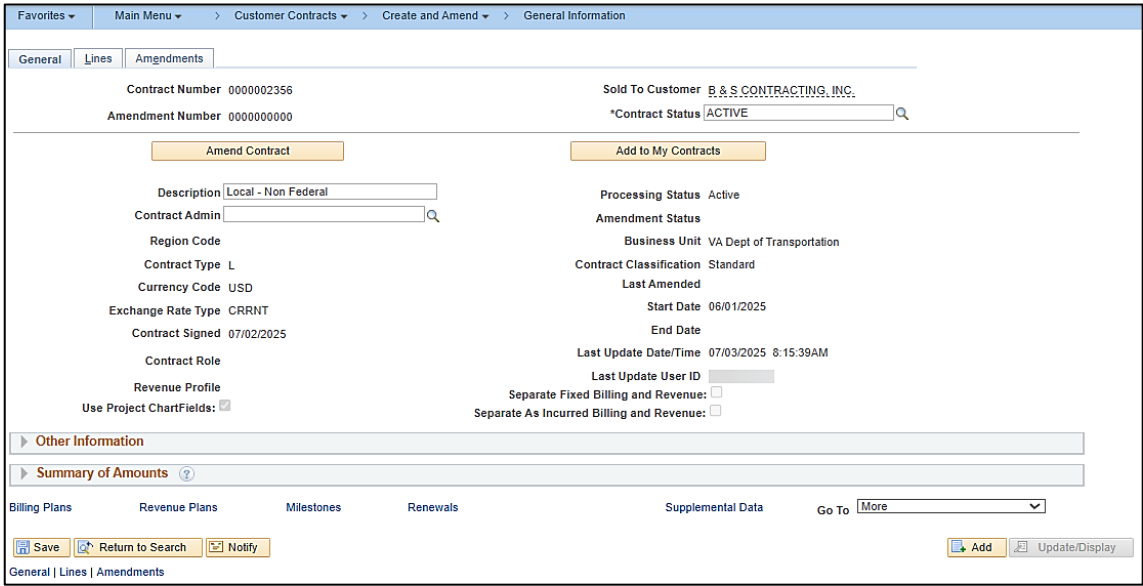
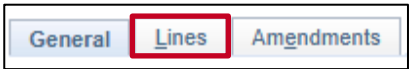
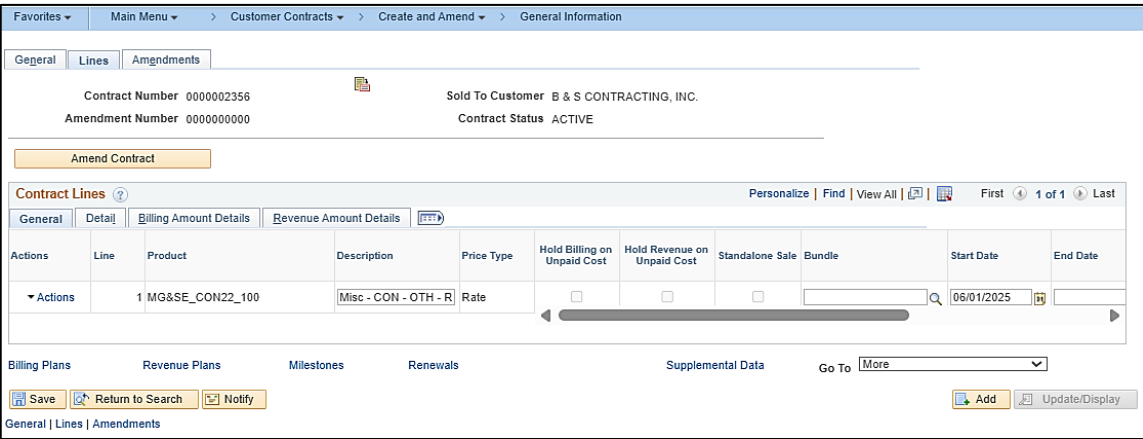


Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Adding Internal Notes

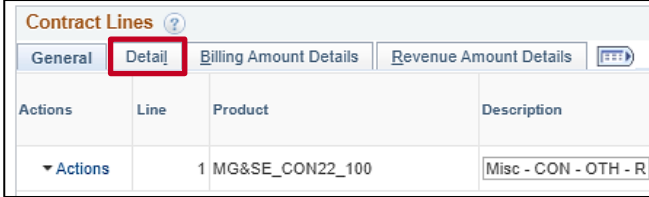
Internal Notes can be added to the Contract at any point to provide additional explanation for maintenance and updates made to the Contract.

Step	Action
	<p>The steps below begin on the General Information page.</p> 
1.	<p>Click the Lines tab.</p> 
	<p>The Lines tab displays.</p> 

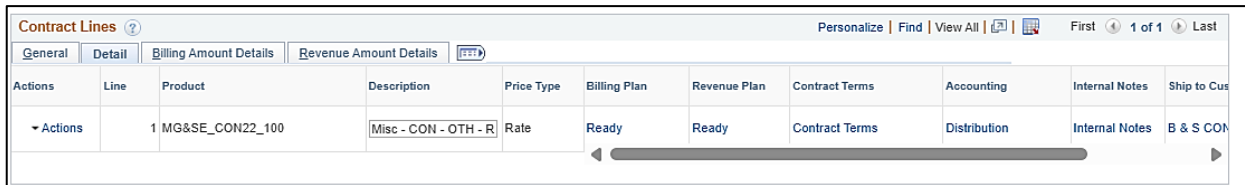


Project Accounting Job Aid

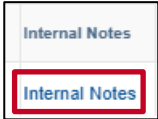
PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
2.	<p>Click the Detail tab within the Contract Lines section.</p> 

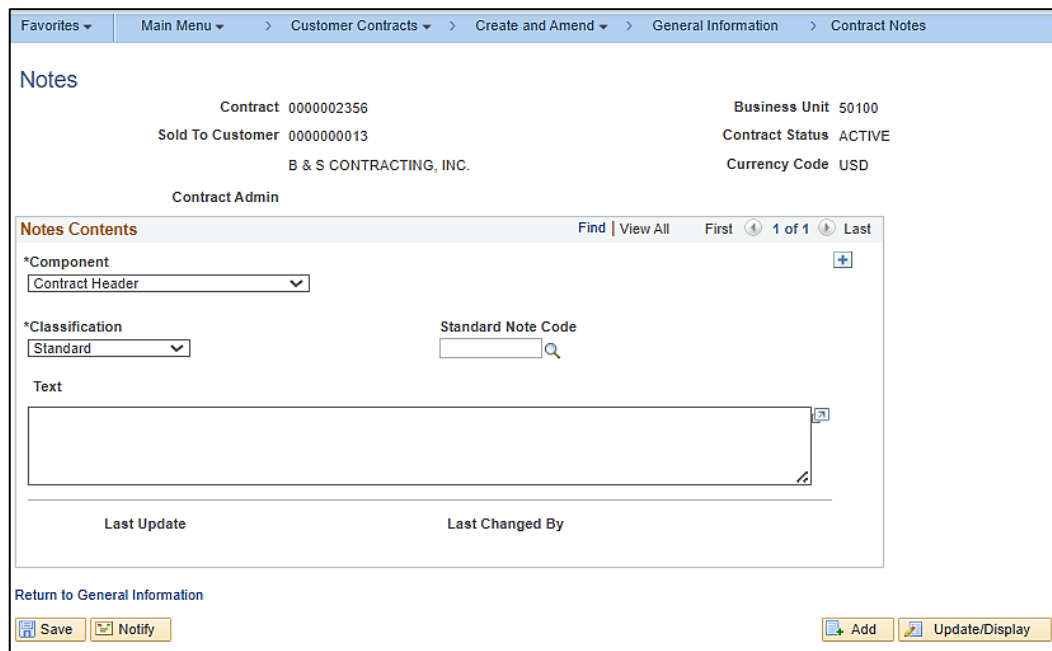
The **Contract Lines Detail** tab displays.



Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - R	Rate	Ready	Ready	Contract Terms	Distribution	Internal Notes	B & S CON

3.	<p>Click the Internal Notes link in the Internal Notes field.</p> 
----	--

The **Notes** page displays.



Notes

Contract 0000002356 Business Unit 50100
Sold To Customer 0000000013 Contract Status ACTIVE
B & S CONTRACTING, INC. Currency Code USD
Contract Admin

Notes Contents Find | View All First 1 of 1 Last

*Component Contract Header

*Classification Standard Standard Note Code

Text

Last Update Last Changed By

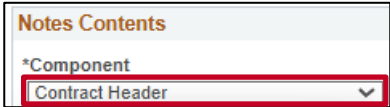

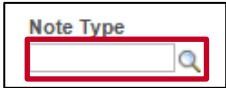
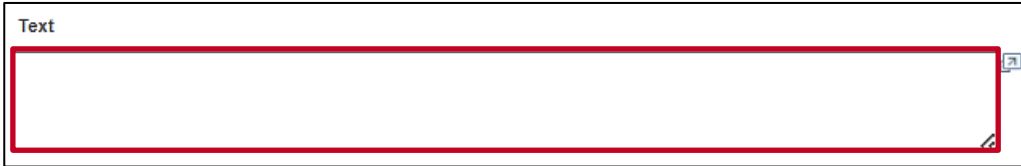



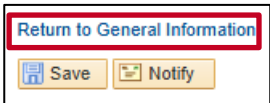
[Return to General Information](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#)



Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
4.	<p>Click the Component dropdown button and select the applicable Component for the Internal Note.</p> 
5.	<p>Click the Classification dropdown button and select "Custom".</p> 
6.	<p>Click the Note Type Look up icon and select the value for the type of note being entered.</p> 
7.	<p>Enter the applicable note in the Text field.</p> 
8.	<p>Click the Save button.</p> 
	<p>Once the note has been saved, the Last Update and Last Changed By fields automatically populate.</p> 
9.	<p>Click the Return to General Information link.</p> 



Project Accounting Job Aid

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Step	Action																						
	<p>The Lines tab redispays.</p> <div><p>Contract Number 0000002356 Sold To Customer B & S CONTRACTING, INC. Amendment Number 0000000000 Contract Status ACTIVE</p><p>Amend Contract</p><p>Contract Lines ? Personalize Find View All Print First 1 of 1 Last</p><table border="1"><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Hold Billing on Unpaid Cost</th><th>Hold Revenue on Unpaid Cost</th><th>Standalone Sale</th><th>Bundle</th><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>MG&SE_CON22_100</td><td>Misc - CON - OTH - R</td><td>Rate</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td>06/01/2025</td><td></td></tr></tbody></table><p>Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More</p><p>Save Return to Search Notify Add Update/Display</p><p>General Lines Amendments</p></div>	Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - R	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		06/01/2025	
Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date													
▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - R	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		06/01/2025														

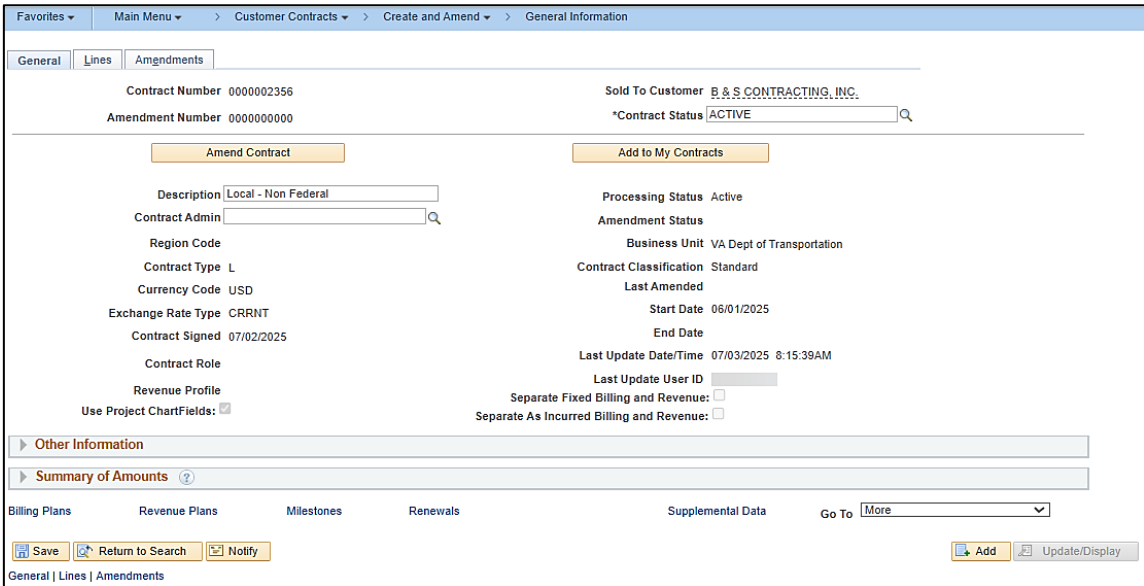
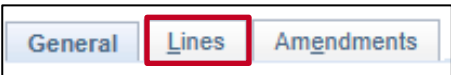
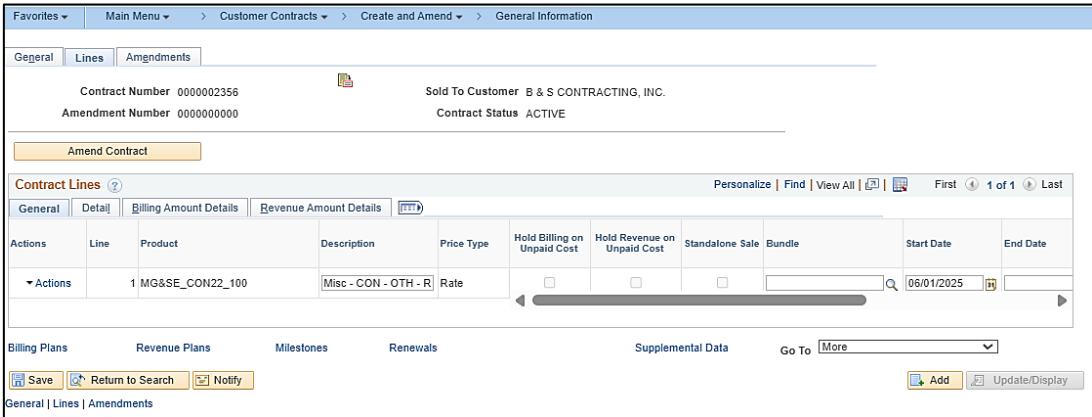


Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Placing a Hold on a Billing or Revenue Plan

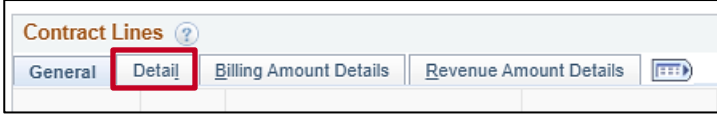
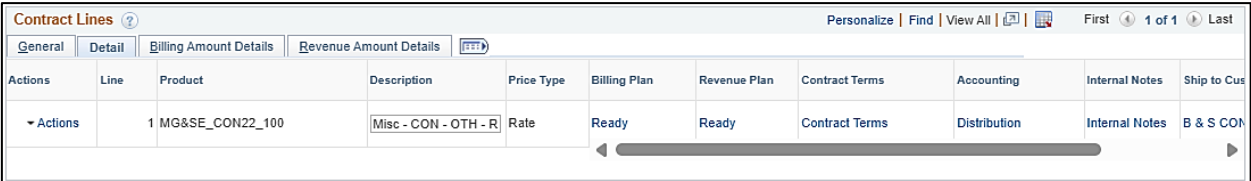
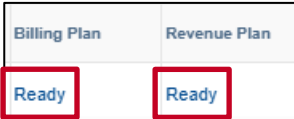
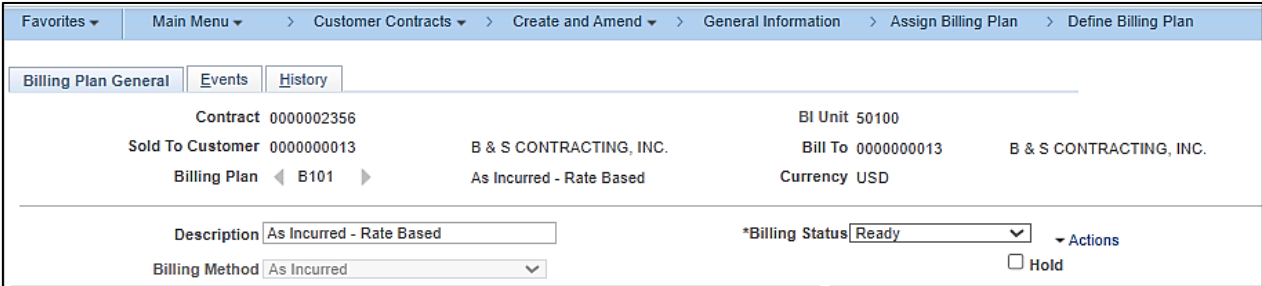
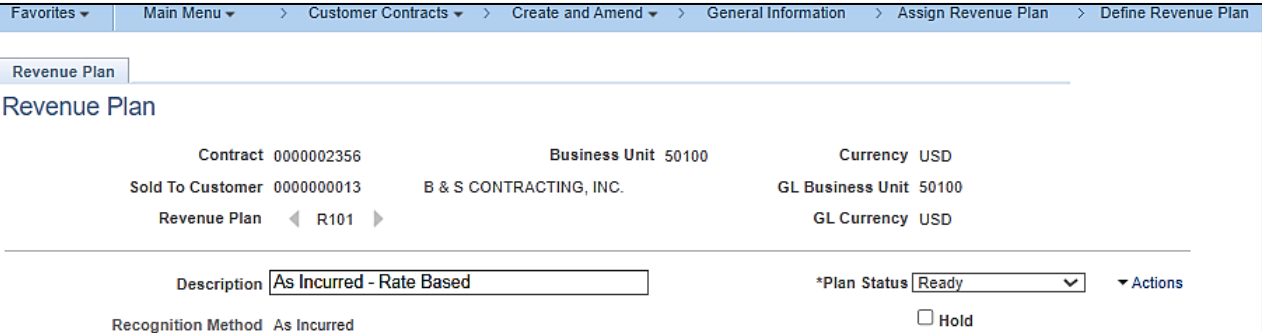

After updating the Contract Status to “ACTIVE”, users can navigate back to the Billing Plan or Revenue Plan and verify that each Plan’s status has updated to “Ready”. There may be times when a Billing or Revenue Plan needs to be placed on hold for various reasons.


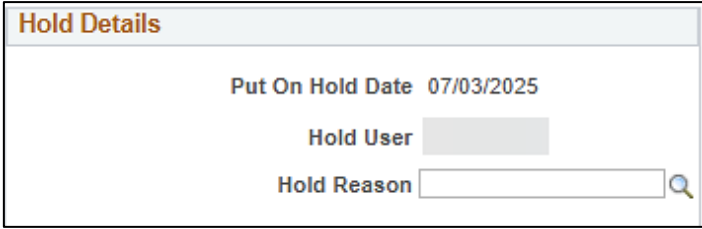

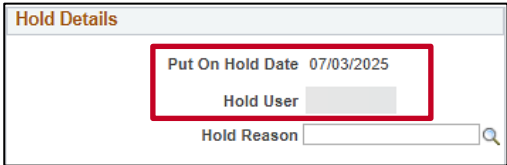
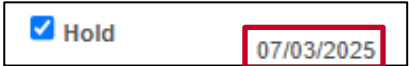

Step	Action
	<p>The steps below begin on the General Information page.</p> 
1.	<p>Click the Lines tab.</p> 
	<p>The Lines tab displays.</p> 



Project Accounting Job Aid

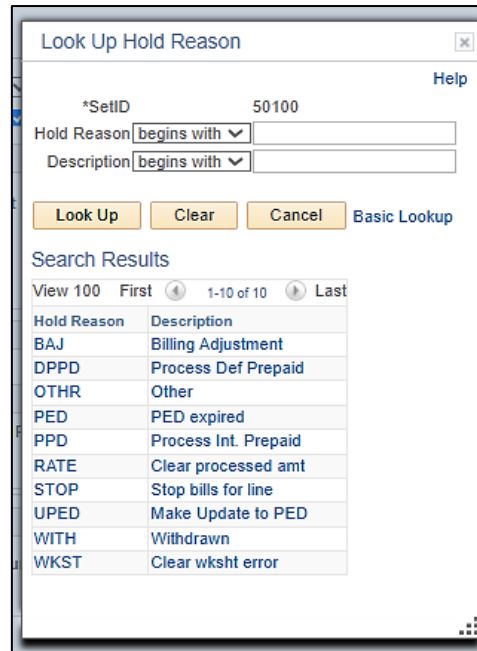
PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
2.	<p>Click the Detail tab within the Contract Lines section.</p> 
<p>The Contract Lines Detail tab displays.</p> 	
3.	<p>Click the Ready link below the corresponding Plan to be placed on Hold.</p> <p>Note: The Plan link will either display as “Ready” or “In Progress”.</p> 
<p>The Define Billing Plan or Define Revenue Plan page will display respectively.</p>  	
	<p>The process to place a Plan on hold is the same for both the Billing Plan and Revenue Plan.</p>

Step	Action
4.	<p>Click the Hold checkbox option.</p> 
<p>The Hold Details section displays.</p> 	
	<p>The Put On Hold Date field populates with the current date and cannot be updated.</p> <p>The Hold User field populates with the name of the person who placed the Hold and cannot be updated.</p>  <p>For the Billing Plan only, the hold date displays next to the Hold checkbox.</p> 
5.	<p>Click the Hold Reason Look up icon.</p> 

Step	Action
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The **Look Up Hold Reason** page displays in a pop-up window.



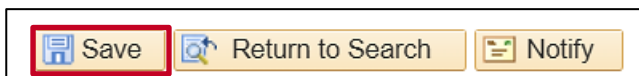
6. Select the appropriate Hold Reason by clicking the corresponding link. The table below provides a list of Hold Reasons along with their description and the type of Contract they are associated with.

Hold Reason	Description	Type of Contract
BAJ	Billing Adjustment	Federal
DPPD	Process Def Prepaid	Non-Federal
OTH	Other	Federal and Non-Federal
PED	PED expired	Federal
PPD	Process Int. Prepaid	Non-Federal
RATE	Clear processed amt	Federal and Non-Federal
STOP	Stop bills for line	Federal and Non-Federal
UPED	Make Update to PED	Federal
WITH	Withdrawn	Federal
WKST	Clear wksht error	Federal



Be sure to select the correct Hold Reason based on the Contract Type. There are no edits for this field. If the Hold Reason selected does not match with the Contract Type, Cardinal will not display an error message.

7. Click the **Save** button.





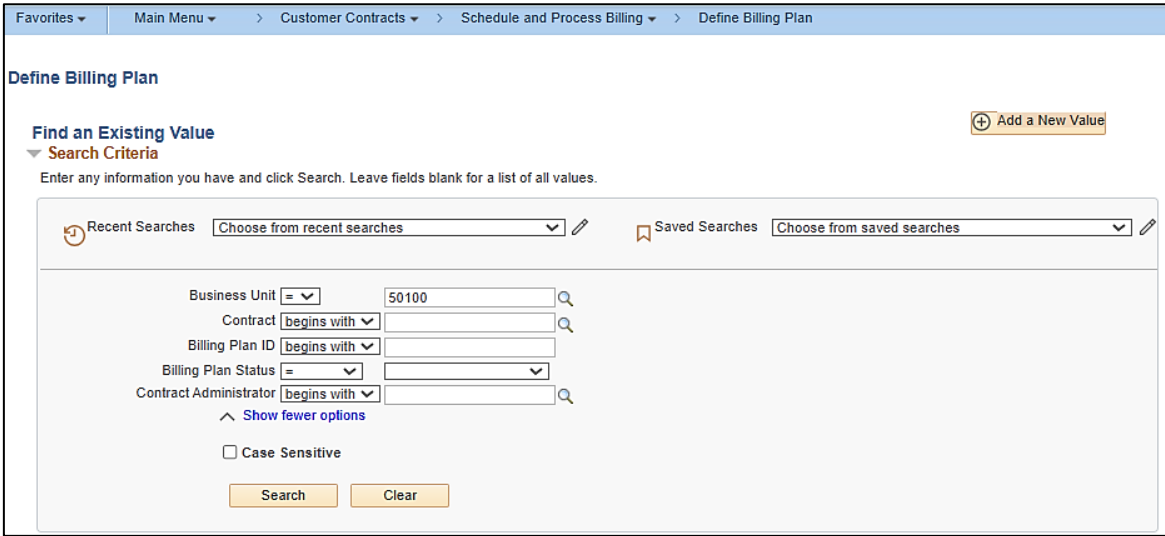


Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Closing a Customer Contract

A Contract should only be closed after the Contract has fulfilled the Contract terms. When initiating a change in the Processing Status for a Contract, the system performs a series of checks to ensure that the Contract meets all of the necessary criteria to move to the next Processing Status level. Unless the Contract meets all of the necessary criteria, the Processing Status cannot advance. Once the Contract is closed, it can no longer be used, amended, or reactivated. Closed Contracts are removed from processing, but the historical Contract data is still available for query.

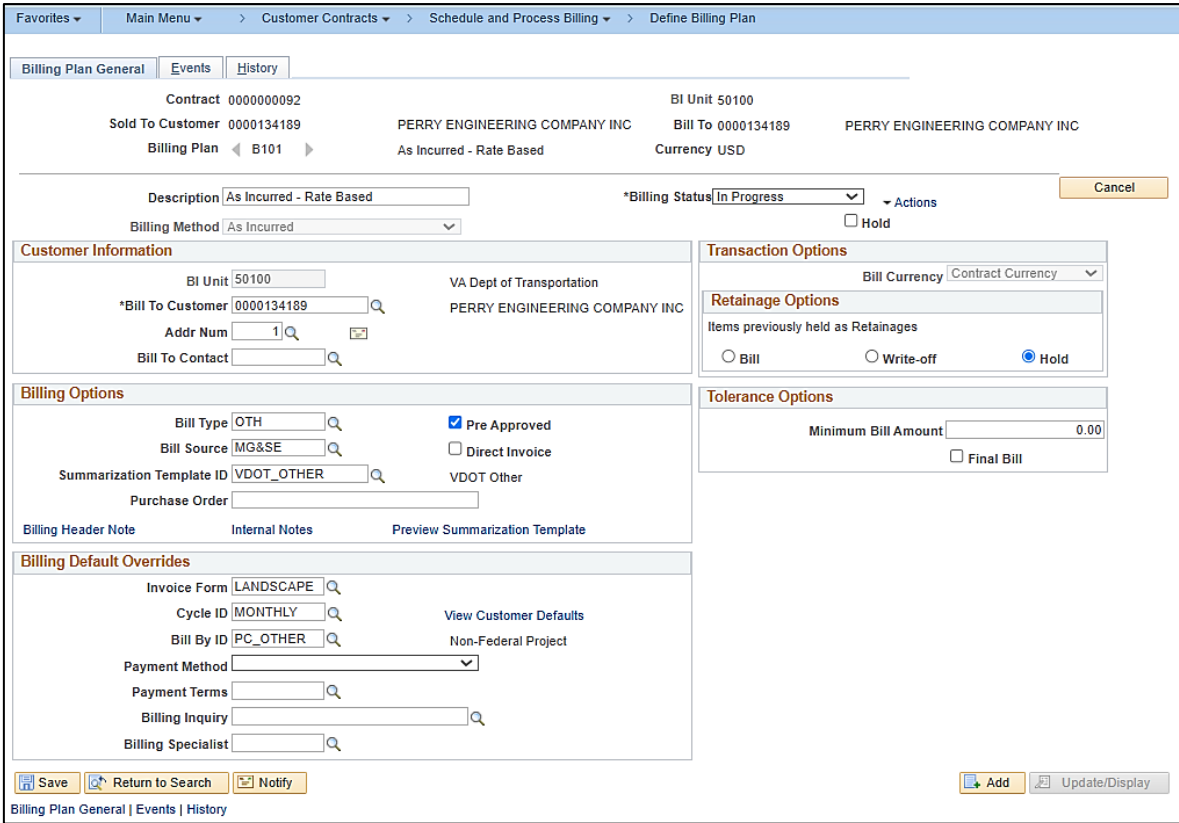
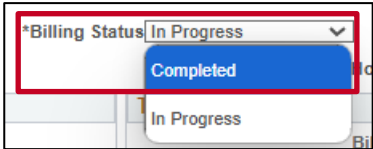

To close a Contract, both the Billing Plan and Revenue Plan statuses must be “Completed”.

Step	Action
1.	<p>Navigate to the Define Billing Plan page using the following path: Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan</p> <p>The Define Billing Plan Find an Existing Value Search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter or select the applicable Contract Number in the Contract field.</p> 



Project Accounting Job Aid

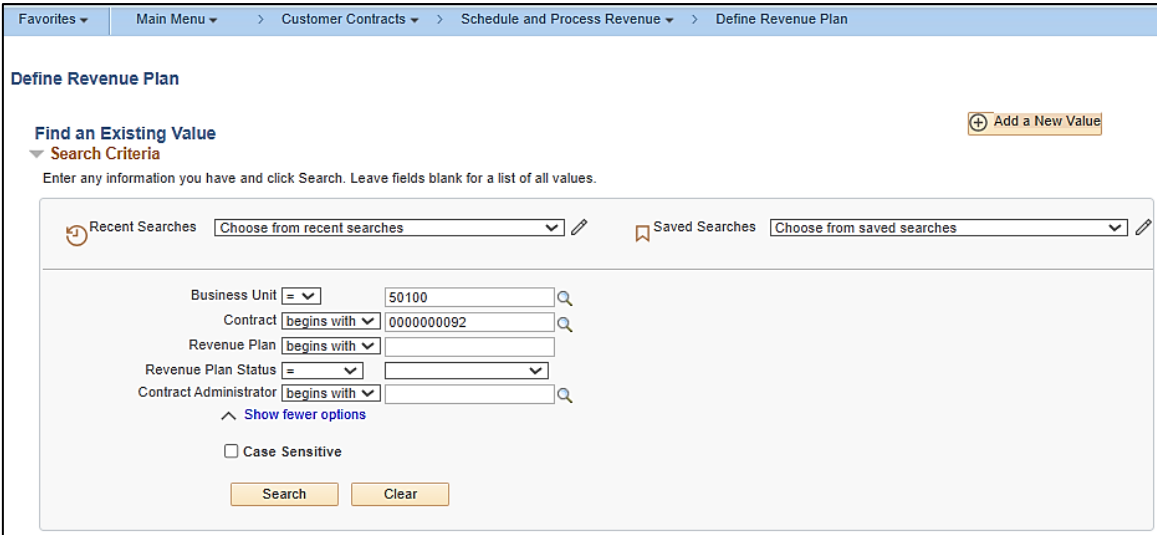

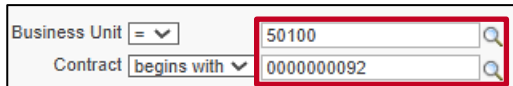

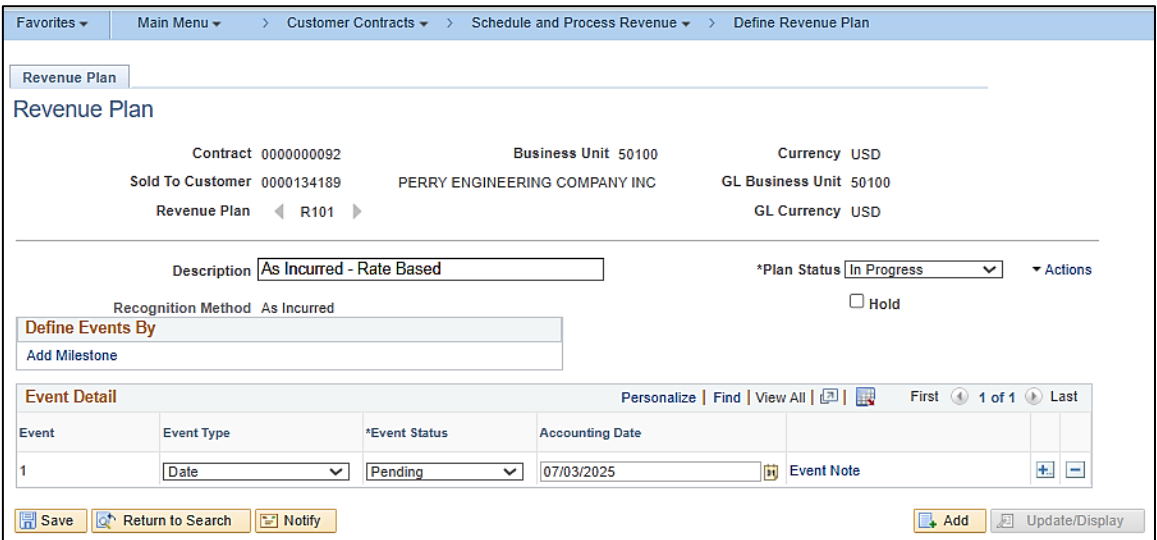
PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
	<p>The Define Billing Plan page displays.</p> 
3.	<p>Click the Billing Status dropdown button and select “Completed”.</p> 
4.	<p>Click the Save button.</p> 
5.	<p>Navigate to the Define Revenue Plan page using the following path: Main Menu > Customer Contracts > Schedule and Process Revenue > Define Revenue Plan</p>



Project Accounting Job Aid

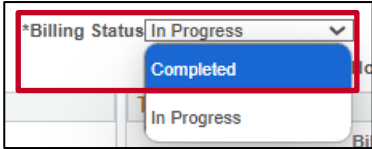
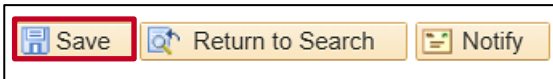
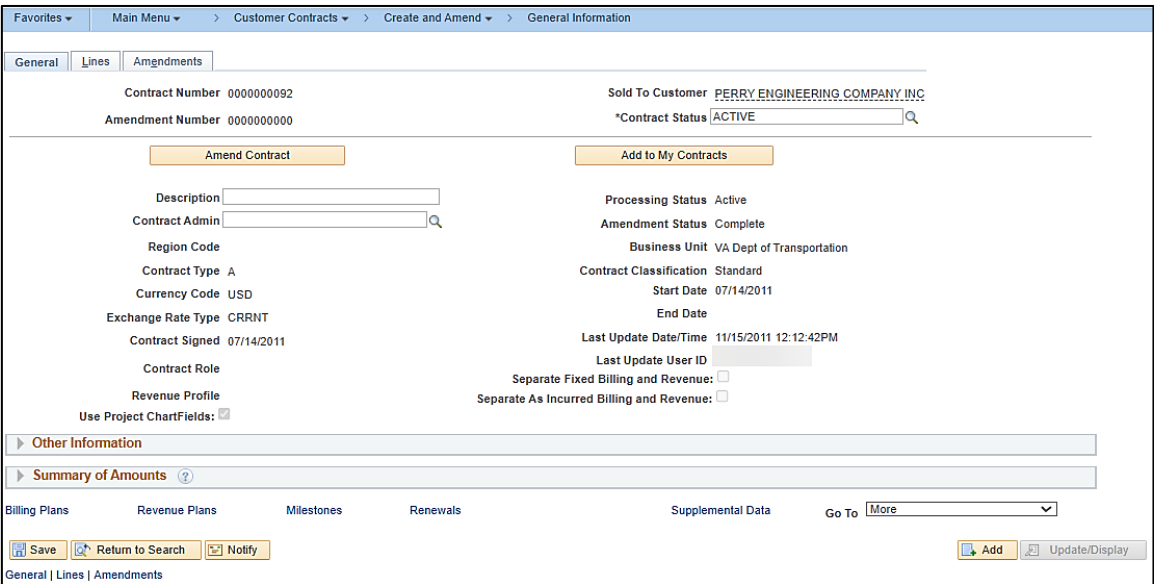
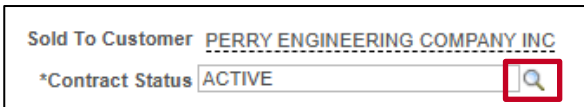
PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
	<p>The Define Revenue Plan Find an Existing Value Search page displays.</p> 
	<p>The Business Unit and Contract fields should default. If not, enter each as search criteria.</p> 
6.	<p>Click the Search button.</p> 
	<p>The Revenue Plan page displays.</p> 



Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
7.	<p>Click the Billing Status dropdown button and select “Completed”.</p> 
8.	<p>Click the Save button.</p> 
9.	<p>Navigate to the General Information page using the following path: Main Menu > Customer Contracts > Create and Amend > General Information</p>
<p>The General Information page displays with the General tab displayed by default.</p> 	
10.	<p>Click the Contract Status Look up icon and select “CLOSED”.</p> 
11.	<p>Click the Save button.</p> 